

# **LHS ATTENDANCE MOTTO**

## **"EVERY DAY EVERY CLASS COUNTS"**

### **LHS STUDENT RESPONSIBILITIES**

- Attend ALL classes, be on time, and be prepared to work, turn in all assigned homework.
- Students Checking Out/In are expected to notify the attendance secretary if arriving after school begins, and out the same way to leave school grounds for any reason. Leaving any class early or without permission will be considered an automatic TRUANCY. (1'Hour Saturday Credit Restoration School)
- When a student is out of class they must have a hall pass or tardy admit slip. If not, it will be an Automatic Truancy (NC) '1' Hour of Saturday School.
- Students will make sure they give their student number and password to parents so they and students can track daily attendance and grades on PINNACLE.

### **LOGAN HIGH SCHOOL PARENT/GUARDIAN RESPONSIBILITIES**

- Parent/Guardian is expected to ensure that his/her children attend school regularly and arrive on time.
- Parent/Guardian should avoid interruptions of the academic day and plan medical appointments and vacations during natural breaks of the school day or school calendar.
- If a vacation is taken during school time, it is the responsibility of the parent/guardian to request a vacation release from the Administration. Minimum '2' week warning to vacation.
- A student arriving to school late or leaving early, it is the responsibility of the parent/ guardian to check-in/check-out by written note or in person to the Attendance Secretary.
- Parent/Guardian is responsible for tracking his/her student's academic & attendance progress on PINNACLE. Parents need to know their students ID number & passwords to monitor daily attendance.

### **LOGAN HIGH SCHOOL TEACHER RESPONSIBILITIES**

- Teachers are expected to record and verify student each hour and record attendance by 3:30 daily.
- Teachers are expected to be in their classrooms on time and to provide meaningful educational activities every day starting with bell ringer activities to encourage both punctuality and attendance.
- Teachers are expected to provide grading and credit guidelines for their classes that promote positive attendance, class participation, and academic achievement.
- To communicate home if a student is failing or not coming to class continually.

### **LOGAN HIGH SCHOOL RESPONSIBILITY**

- Administrators and office personnel will work cooperatively with students, parents/guardians, teachers and school guidance personnel to encourage positive school attendance.
- Earnest and persistent effort, including various means of parental notification, will be made to deter excessive student absences. Phone Calls Home, Work. Emails Home, Work. Letters
- Through PINNACLE, Logan High School will provide parents and students with access to attendance data that is updated daily. This information may be accessed via the Internet (<http://www.lhs.loganschools.org/>).
- Upon administrative request, the Attendance Office shall review and resolve discrepancies in student attendance records.
- The Attendance Office will handle the student's checking-in/checking-out by personal notes, phone calls, or by parent's coming in. The attendance office will also issue Tardy admit slips to students who come to school late.
- LHS will provide academic option for students. LHS will also provide before and after school tutoring for students in need of academic help. In addition, LHS counselors & the Dean of Students will provide attendance strategies for students that are poor attenders.